

MEMORANDUM FOR THE RECORD

19 February 1957

1. Meeting this date, Room 2012, Qtrs Eye with [REDACTED], Acting Chief, Stock Management and Requirements Section Supply Operations Branch, Supply Division, OL, attended by Messrs [REDACTED] 25X1A9a
2. Subjects discussed:

- A. RMS Memo, dated 8 Feb. 1957, subject, Filing Equipment Requisitions, in which it was requested that all requisitions for all types of filing equipment be forwarded to RMS for review, Prior to Supply Div. processing.

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Conclusion

[REDACTED] expressing the position of the OL, stated that OL would not comply with our request. He stated this position was assumed to avoid the necessity of receiving, recording and subsequent control required by our request. An alternate procedure was suggested, to the effect that the Area Records Officers be required to submit all filing equipment requisitions through the RMS to the Supply Divo. [REDACTED] 25X1A9a

*comment* alternate was to the effect that (1) RMS could not be sure that all requisitions would be submitted to RMS and that the possibility of requisitions "slipping" through would be very great - and (2) that dealing with one control point would ease and expedite the review.

25X1A9a [REDACTED]'s position remained unchanged. He was obviously sympathetic to our request but he was unwilling to confront [REDACTED] as suggested. 25X1A9a

- B. RMS Memo dated 4 Jan 1957, Subject. Open Shelf Filing Equipment, in which it was requested that open shelf filing equipment be made a standard stock item.

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Conclusion

[REDACTED] expressing a decision, apparently made by [REDACTED] stated that he would formally reply to our memo of 4 Jan. 1957, to the effect that open shelving would not be made a stock item. He indicated, that shelving could not be bought with funds originally budgeted for filing cabinets. (This thought advanced under the assumption that open shelving would vacate the need for filing cabinets) His reasoning basically was to the effect that he always maintained a stock level of filing cabinets based upon normal usage. ie if his stock requisite was 100 cabinets and if he had only 40 in the warehouse he would have 60 cabinets in the pipeline.

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██████████ also firmly indicated that filing cabinets turned in as excess to needs as the result of open shelving installations could not be considered as an operating economy. His reasoning is partially revealed in the preceding description of the stocking procedures. The balance of his argument involves the cost of, (1) maintaining records on filing equipment in the warehouse, (2) actual warehousing costs, (3) reconditioning costs and (4) handling costs. He specifically stated that in some cases the Agency paid to dispose of excess equipment. It was assumed this remark applied, or has applied, to filing equipment. Summarizing ██████████ indicated that either individual requisitions, funded by the users funds or a specific request for funds to be included in CL estimated budgets for open shelving, could currently be considered. ██████████ agreed that this position placed an operating burden on the RMS in that we could not immediately request and install open shelving where applicable.

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L.S.D.

25 Feb

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Discussed the above problem with ██████████ by phone agreed as follows:

a. Requisitions for filing equip will be forwarded to us by BSO's and we will send to ██████████

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b. ██████████ is in sympathy with our efforts of try to get credit for carry in the ██████████ soles but this would involve use of funds in a way that he is not authorized to. He is preparing a memo & we may be able to work something out with the Finance Div.

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